

**HAMPTON BOARD OF SELECTMEN
SELECTMEN'S MEETING ROOM
MINUTES
September 27, 2004 7:00 PM**

PRESENT: William H. Sullivan, Chairman, Virginia Bridle, Vice Chairman,
James Workman, Cliff Pratt, Rick Griffin
James Barrington, Town Manager
Karen Anderson, Administrative Assistant

PUBLIC HEARING: The Board of Selectmen held a public hearing to take comments from the public in regard to the town's acceptance of a grant from the State of New Hampshire in the amount of \$92,252.86 for reimbursement of expenses related to the reconstruction of the Exeter Road Railroad Bridge.

There were no public comments.

Mr. Workman MOTIONED that the Board of Selectmen accept the grant from the State of New Hampshire in the amount of \$92,252.86 for reimbursement of expenses associated with the reconstruction of the Exeter Road Railroad Bridge..

Mr. Griffin SECONDED

VOTE: UNANIMOUS FOR

I. SALUTE TO THE FLAG

Mr. Richard Reniere led the audience in the flag salute.

II. ANNOUNCEMENTS

Outdoor Movie

The Recreation Department will be sponsoring a free outdoor showing of "Finding Nemo" on Friday at 7:30 PM at Tuck Field.

Condolences

Mr. Sullivan announced the passing of retired firefighter, David Collins. Mr. Sullivan noted that Mr. Collins began working for the Town in 1975 and became Hampton's first Fire Prevention Officer.

III. APPOINTMENTS

1. Mr. Kurt Sanborn, Sanborn Development Group

Mr. Sanborn thanked the Board for meeting with him and explained that he has presented a no-cost, non-exclusive agreement to the Town to have his development company work to create a multi-use project at the beach that meets the needs and requirement of the Town. He stated that his company is not looking for any preferential treatment. Mr. Barrington explained that the agreement was drafted by the Sanborn Group and has been reviewed by Attorney Gearreald. Mrs. Bridle confirmed that this is not an exclusive contract.

Mr. Workman said that it appears to be a good arrangement for both parties. Mr. Sullivan explained that the Board of Selectmen has been working with the Sanborn Group to develop a partnership that could work very well for all parties concerned and he credited Selectman Griffin in getting this started.

Mr. Griffin MOTIONED that the Board of Selectmen sign the agreement with the Sanborn Group.

Mr. Workman SECONDED

VOTE: UNANIMOUS FOR

Mr. Sullivan explained that the agreement is a public document and available for public review.

III. OLD BUSINESS

Town Manager's Report

Firing Range Use

Mr. Barrington told the Board that Police Chief Bill Wrenn has mentioned to me that the Seacoast Emergency Response Team needs a place to conduct firearms training during the week of October 4 – 7. While they have used a facility in Newmarket in the past, that facility is not available for use at this time. This would be daytime shooting during weekdays for up to four days. Since Hampton is a major participant in the Seacoast Emergency Response Team, Mr. Barrington said that this is an appropriate use of Hampton's firing range that he will approve unless the Board directs him otherwise.

Wastewater Treatment Plant

Mr. Barrington reported that the town has received word that the silencers needed in the correction of the blower problems at the WWTP will be coming in next week. Mr. Barrington said that he does expect that Keymont will be mobilizing to make these repairs in the immediate future.

Public Works Director John Hangen reported that he believes the town is within about two weeks of completion of the last work on the Charwill contract that was abandoned when Charwill declared bankruptcy. Upon completion, it is likely we will still face litigation against the bonding company to compel them to pay for the work they allegedly insured.

Zoning Board Appeal

The Board of Selectmen's motion with the ZBA for rehearing of the variances on the new development on Drakeside Road has been filed. There was a separate motion filed by a number of residents of Hampton Meadows. Copies of both motions were copied for the Board. The Board is being represented by an attorney from Devine, Millimet & Branch.

Infrastructure Project

The Town Manager informed the Board that comments had been filed with DES in response to the Environmental Review and Assessment. Officials at DES are reviewing the comments. Mr. Howe indicates that we expect to hear something from DES on Monday concerning the comments and whether any further action will be required on our part.

Police Facility

As completion of the new police station approaches, the subject of a ribbon cutting and open house needs to be discussed by the Board. Mr. Barrington said that at this point in time, it appears that they are on schedule for substantial completion in mid-November. With that, he said there would probably be a move-in during late November or early December. Mr. Barrington asked the Board to think about the timetable and scope of a ribbon cutting.

Drakeside Road

Mr. Barrington reported that Mr. Hangen has reached an agreement on price to have Drakesdie Road paved up to Walker Circle. There are funds within the budget for that work.

Land Donation

Mr. Barrington reminded the Board that they completed the RSA 41:14-a process to consider receiving some marshland from the Barteau Family last year. At that time a request was made for the family to submit a warranty deed for the Board to accept and, to date, they have not done that. If the Town accepts the donation the family will get a charitable deduction for the donation. If they were to stop paying the taxes the Town would get the marshland through a tax deed. Mr. Barrington recommended that the Board have Attorney Gearreald send one final letter and if a deed is not provided, that the Board not accept the land.

12 Shirley Terrace

Mr. Barrington reported that he received a fax late this afternoon from the Lacey family regarding the closing of the tax deeded property of which they were the former owner. They have found it difficult to refinance a property and are requesting a 30 day extension from the Board of Selectmen. They understand that they have forfeited the original \$2,000 deposit and will provide an additional \$2,000 deposit. Mr. Barrington explained that upon closing the town will recover the town's costs and the balance is returned to the Lacey's. Mr. Barrington said that this seems to be a reasonable request, with the town gaining an additional \$2,000 in revenue for the taxpayers.

Mr. Griffin MOTIONED that the Board of Selectmen grant the Lacey's a 30-day extension to close on the property at 12 Shirley Terrace for an additional \$2,000 deposit.

Mr. Workman SECONDED

VOTE: UNANIMOUS FOR

Mrs. Bridle expressed concern that they had not been able to come up with the funds to pay the taxes. Mr. Barrington said that was correct. Mr. Workman said that the worst case scenario is that the town made \$2,000 and another auction is held at the conclusion of the 30-day extension.

Pending Projects

The list of pending projects and their status was reviewed with the Board.

Cell Tower

Mr. Barrington told the Board that he has received a proposal from an individual requesting space for a cell tower and that has been copied for the Board.

District Court Building

There has been a flurry of activity on the status of the district court building in the past week. Mr. Barrington told the Board that he has spoken with Mr. Peter Goodwin from the Bureau of Courts and understands that the State is looking for a temporary arrangement in order to get their employees out of the current building, due to its condition. The Chief Justice has indicated that good faith effort from Hampton to find temporary arrangements for the court would help the discussions on keeping the court in Hampton. Mr. Barrington said that he and Attorney Gearreald have looked at the Maranatha Church, some office space on Merrill Industrial Drive and the Newick's Building as possible temporary sites. They have an appointment to look at the former EBPA building later this week. The former Newick's building has some problems, but as a temporary location it could work.

Mr. Workman asked why the town is doing the leg work for the court to find another location. Mr. Barrington said that if we want to keep the court in Hampton this is something we need to do.

Mr. Griffin said that he understands that the court house is a historic building. Mr. Barrington said that it is an old building that had once been a school house and a fire station. It has been a court house for a number of years. Mr. Barrington said that it is not on any historic registry to his knowledge. Mr. Griffin said that it was one of five original school houses.

Beach Infrastructure

Faye, Spofford & Thorndike is scheduling another Open House at the Fire Station for property owners to review curb cuts and how the infrastructure improvements may affect their individual property. This will take place on the ground level of the Fire Station on October 8th from 11 AM to 7 PM. Mr. Barrington told the Board that he has met with a number of residents on curb cuts and most problems have been resolved. There are some residents that will be appealing to the Board of Selectmen.

Land Donation

Mr. Workman said that he would be in favor of telling the Barteau's if they are not able to come up with a clean title to the land that the Town will no longer accept it as a donation. It was a unanimous consensus of the Board not to accept the land without a warranty deed at no cost to the Town.

Hampton Beach Commission Annual Report

Mr. Workman explained that State statute requires the Hampton Beach Commission to make an annual report to the Board of Selectmen and issue a written report to the Governor, Executive Council and others. As Chairman, Selectman Workman reported that the Commission met monthly during the year. The most significant meetings held were the five Visioning Sessions facilitated by Faye, Spofford & Thorndike. One of the many things that was done was to provide advice and counsel to the State and Town regarding land development and use. The Commission was available to the Planning Board and Zoning Board of Adjustment for reviews of proposed development in the beach area. They are also available for independent reviews by developers prior to their beginning an approval process.

The Board of Selectmen thanked Mr. Workman for his efforts. The next meeting of the Hampton Beach Commission will be October 21, 2004 at 7:00 PM in the Precinct Meeting Room.

Mr. Griffin pointed out that the Zoning Board of Adjustment recently reviewed a condominium proposal for K Street that was very attractive. Mr. Griffin said that one of the nice things that has happened is that the units will not be rented out seasonally; he said it was refreshing to see some nice ideas come forward.

Town Clock

Mrs. Bridle asked about the status of the town clock. Mr. Sullivan said that he chatted with Mr. Weber before this meeting and Mr. Weber would like permission to start working on the clock parts. Mr. Pratt said that he thought that some funds for the restoration should be raised first. He said it was a monstrous chore to get the parts back to the town office and if the clock is fixed and there are no funds to house it the Board will be back in the same situation. Mr. Workman agreed with Mr. Pratt. Mrs. Bridle said that there should be a plan and the Board needs a place to put the clock when it is repaired before they move forward.

Mr. Weber said that his intent is to repair the clock at no cost to the Town. He doesn't understand why the Board of Selectmen doesn't just let him take the clock and fix it. Mr. Weber said that it will not be a mystery where the clock is, it will be at 495 Lafayette Road. Mrs. Bridle asked if Mr. Weber has the space to store the clock if it is repaired and there are no funds to create a way to display it. Mr. Weber said that he does and the clock is not as large as the Board envisions. Mr. Weber told the Board that he has received several calls from residents interested in restoring the clock and also a call from a man from Intervale, New Hampshire that is willing to work on the parts at no cost.

Mr. Griffin told the Board that he has a client that was in town recently after several years and stopped by Mr. Weber's store and had an antique returned to him that he had left behind several years ago that was worth a substantial amount of money. Mr. Griffin said that he has no concerns with allowing Mr. Weber to take the clock to his site.

Mr. Griffin MOTIONED to allow Mr. Robert Weber to restore the clock and bring the parts to his location at 495 Lafayette Road.

Mrs. Bridle SECONDED

Mr. Pratt said that there should be some agreement with Mr. Weber that the clock will be fixed at no cost to the Town. Mr. Pratt said that he trusts Mr. Weber but doesn't want this to turn into another nightmare. Mr. Weber said that he doesn't even know if all of the parts are even present.

VOTE: UNANIMOUS FOR

Meeting Schedule

Mr. Barrington confirmed that the School Board will be meeting in the Marston School on October 18th and the Board of Selectmen will hold a regular meeting that will be televised. The Town Meeting schedule has been confirmed by the State and the dates of February 1st with a snow date of February 8th have been reserved at WHS.

Political Announcement

Mr. Pratt asked about the request by the Professional Firefighters Union to use the grounds of the Fire Station to announce their support of Judd Gregg. Mr. Pratt said that Mr. Gregg has been very good to Hampton and he would have no trouble approving their request. Mr. Barrington said the approval carries the stipulations that the event does not interrupt service and it is not inside the building.

V. NEW BUSINESSAppointment to Southeast Regional Refuse Disposal District – 53B

Mr. Pratt said that anyone that is interested in being the town's representative to the regional refuse disposal district should contact the Town Manager. Mr. Pratt noted that this an important position. Mr. Barrington said that the town believes it gets a better disposal rate by utilizing the District 53B rather than negotiating alone. The town has been a member for several years now and the benefits include the annual Household Hazardous Waste collection as well as educational grants. This is a position that Ginny Raub held for many years until she recently moved out of town.

Street naming Request – Cul de sac off Winnacunnet Road

Mr. Sullivan said that Hampton doesn't have many streets named after presidents as most other towns have. The Board reviewed the request by Mr. Kelley to name the street after Nathaniel Lamprey, one of the original owners of the property. The comments made by both the Police and Fire Departments were reviewed.

Mr. Pratt MOTIONED that the new street to be located off Winnacunnet Road be named Nathaniel Court.

Mr. Workman SECONDED

VOTE: UNANIMOUS FOR

IV. MINUTES

The minutes of September 13, 2004 were accepted as corrected.

V. CONSENT AGENDA

1. Cemetery Deeds

Mrs. Bridle MOTIONED that the Board of Selectmen approve the consent agenda.

Mr. Griffin SECONDED

VOTE: UNANIMOUS FOR

VI. PUBLIC COMMENTS

Mr. Vic Lessard asked the Board if the clock has some gold or diamonds that the Board is afraid will be stolen. He expressed concerns that the Board hesitated in allowing Mr. Weber to take the clock said that he didn't think it was fair and that the Board of Selectmen owed Mr. Weber an apology. Mr. Lessard said that there are a lot of "takers" in this community and very few "givers", and Mr. Weber is a "giver".

Mr. Michael Pierce asked the Board of Selectmen what they were doing at this time to offset the costs associated with some of the large expenses that are coming up in the town. He said that in reviewing the expense reports each month he has not seen any expenses going down over the year. Mr. Sullivan said that the Board of Selectmen is prepared to present a fair and equitable budget to the voters and that review is beginning tonight. Mr. Workman noted that the expenses that Mr. Pierce is concerned with have been approved by the voters.

BUDGET REVIEW - General Government

Mr. Barrington reviewed the transmittal memo that he sent to the Board and noted that the budget is a policy document and this review is the opportunity for the Board to look at the services that are provided to the residents of Hampton, review the cost of the services and make decisions on what services to fund.

Mr. Barrington said that Hampton is growing and is now the 8th largest in terms of assessed valuation and the 16th largest in population in the State. The fact that a budget grows is not in itself bad because it is a reflection of growth in the community. To keep costs stable you have an increase in the tax base at a pace that matches the increase in costs. Mr. Barrington told the Board that last year he proposed a philosophy for revenues. Traditionally the services that are broad based are generally paid for by the property tax and there is a great deal of logic in that. Whereas, many communities have a separate fee for sewer or garbage collection, those fees are not tax-deductible for residents as the property tax is. In Hampton, there are a number of services that are isolated for which the town charges fees, such as the ambulance service. All residents pay towards having the service available, but when the service is used the user pays an additional fee. He added that there are a number of other services in the town that can be funded in this manner which will increase the revenues for town.

Mr. Barrington told the Board there are some interesting challenges in the budget this year; the bills are coming in now for a lot of projects that have been funded over the past couple of years. The increase in debt service alone for 2005 will increase the budget by over 6%. He noted that there will be full year payments for the police station, and wastewater treatment plant upgrades and partial year payments for the infrastructure upgrades and high school. Mr. Barrington said that in addition to the debt payments, the town received notice of retirement system contributions that are all up. The budget is also impacted from rising fuel costs and the town has already been told to expect a rate increase from Aquarian and there may be one from Unitil; some allowances have tried to be made in a conservative manner. The medical insurance is projected at 19% based on an average over the past three years.

Mr. Barrington told the Board that when he met with the Budget Committee over the summer he was told to put in the budget what the town needs. That was passed along to the departments and that is what has been presented to the Board. Mr. Barrington said that he knows that there will be some employees out of work due to health related issues and some overtime has been put in places in those areas in lieu of new positions. Some of the increases in the budget are beyond the board's control and some are within their control and he is looking forward to the Board's input and guidance in this process to work toward presenting a budget at town meeting.

Mr. Sullivan said that the budget is well done and he commended all of the staff for their input. Mr. Sullivan said that if a responsible budget is not put forth, there will be another default budget. The needs of the town must be reviewed and the best budget needs to be put forth.

General Government -Executive

Mr. Barrington said that he has again recommended the increase in the stipend for the Board of Selectmen that was removed due to the default budget this year. Mr. Barrington said that sees the amount of work that the Board of Selectmen put in and many of the Selectmen find themselves in financial distress as a result of the money they put out in order to serve. The stipend has been \$3,500 for many years and he is recommending it be \$5,200 as was recommended last year.

Mrs. Bridle said that she agrees with Mr. Barrington and can justify an increase, but that size increase is too large.

Mr. Sullivan MOTIONED to reduce line 4130.1.130 to \$19,500 which provides for \$400 increase for each member of the Board.

Mr. Workman SECONDED

VOTE: UNANIMOUS FOR

Mr. Barrington explained that payroll benefits for all wages have been placed adjacent to the account rather than being combined in one area.

Mr. Barrington noted that line 4130.2.110, the Town Manager's salary has traditionally lagged behind a

year as a result of his contract date. The current contract stipulated the amount of the raise for 2005 so that has been included. The percentage increase that is shown is reflective of the two years combined and includes the November, 2004 step increase.

Total Selectmen

Mr. Workman MOTIONED to approve the adjusted total of \$21,531 for Total Selectmen.

Mr. Pratt SECONDED

VOTE: UNANIMOUS FOR

Mr. Workman asked about separating the costs for the telephone expenses and if there was any value in doing that. Mr. Barrington said that it was an expense that was readily able to be broken out. Mr. Pratt said that the Budget Committee is the Board that requested that the expenses associated with each department be broken out in this manner. Mrs. Bridle said that the Budget Committee did request this, but it will make it hard for the Budget Committee to see what the actual increases have been.

Mrs. Duhamel said that the actual increase in the Town Manager account is 6%.

Trustees of the Trust Fund

Mr. Barrington told the Board that the Trustees requested an increase in the part-time wages to \$2,500 and it is his recommendation that the wages be funded at \$2,000. The Board of Selectmen made no adjustment.

Highway Safety Committee

Mr. Barrington pointed out that after Mrs. Park met with the Board regarding an engineering study for Five-Corners he talked with the Rockingham Planning Commission about the costs for a traffic study. The RPC has said that they could do the traffic counts at no cost to the Town in November an engineering study and design, if warranted was estimated to cost \$75,000. Mr. Barrington said that the Highway Safety Committee met today and indicated to him verbally that they would not challenge the Town Manager's removal of the engineering funds from the budget.

Heritage Commission

The Heritage Commission have requested an Increase of \$1,500 due to some training expenses that have been requested. Mrs. Bridle asked if they could partner with the Historical Society for training. Mr. Pratt said that they could not. The Board made no adjustments.

Town Clerk

Mrs. Andreozzi told the Board that there were several areas of her budget that have gone up. She explained that she has requested some additional hours for her part-time staff to cover vacation schedules. There is an increase in the cost for book binding and she has submitted a request for a raise for herself.

Mr. Workman questioned the 20% salary increase. Mrs. Andreozzi said that she is a department head, is an elected official and does not take direction from either the Board of Selectmen or the Town Manager. She has only received cost-of-living increases each year for the fifteen years she has been here. Mrs. Andreozzi also explained that the town justified raises for union employees through the contracts and her staff have the highest union wages in the unit. Based on the union contract and the length of time she has been here, she said if she were her own deputy, she would make \$1 per hour more that she currently does.

Mr. Workman MOTIONED that line item 4140.130 be reduced to \$49,558 which reflects a 5% salary increase over last year.

Mrs. Bridle SECONDED

VOTE: UNANIMOUS

Voter Registration

Moderator Casassa told the Board that the budget is a decrease from the prior year due to the number of elections. He noted that at the current time the town has excess in the number of ballot booths needed,

although in the future they may need to replace some of the booths. The lighting was a nice addition for the Primary. Moderator Casassa also noted that with the help of the Town Manager, Department of Public Works and the School Department all of the ADA concerns that were brought to the town's attention by the Secretary of State were addressed.

Financial Administration

Mr. Barrington pointed out that this is one department where some allowance for overtime was put in. He explained that during the peak seasons, such as audit, some of the staff have put in overtime and it was compensated with time off which is then paid back at time and one half further compounding the workload problem. There is also a staff member that will be out on maternity at the beginning of the year. Mrs. Duhamel pointed out that there is a large cost associated with finance software that is needed because the current software will no longer be supported.

Assessing

Mr. Estey said that there were two options to consider for conducting a re-measure/re-list for the town and one way could be a warrant article for the total revaluation for the town in the amount of \$675,000 which would cover the contract and there would be expenses associated with renting office space for the contracted staff for 18 months. That other alternative which he is recommending and has proposed in the budget for the Board to consider, which would allow for a re-measure/re-list to be completed every ten years is the addition of a data collection position in the assessing office. Mr. Barrington noted that the new position is funded for $\frac{3}{4}$ of the year. Mr. Barrington pointed out to the Board that the current part-time wages have been shown incorrectly with the full-time wages and that correction has been made in this budget.

Mr. Barrington said that the internet costs for the assessing information to be available on-line is an area where the town might have an enrollment/subscription fee for the users to cover the town's costs. Mr. Barrington said that in providing this service the town decreased the revenues from copies and increased our costs. If we could charge a fee to recoup that it would offset the tax rate. Mr. Estey noted that the real estate agents and appraisers no longer have to come to the office for the information and that has reduced the workload in the office.

There are new line items for gasoline, a vehicle and vehicle maintenance that are associated with the new position. Mr. Estey said that the total costs for the new position in the first year would be \$57,786. Mr. Sullivan suggested that the position could utilize a former police cruiser rather than purchasing a new vehicle. Mr. Estey said that the position would be based on 37 $\frac{1}{2}$ hours per week with one midweek day off and scheduled evening and Saturday hours in order to cover call-backs for residents that are not available during the week. Mr. Sullivan said that the position should utilize a marked vehicle. Mrs. Bridle agreed that the position should have a marked vehicle, but that that the vehicle did not need to be new.

Mrs. Bridle MOTIONED to reduce line 4150.3.740 to \$1 for the new vehicle; if the position is funded it is to be provided with a used town vehicle.

Mr. Workman SECONDED

VOTE: UNANIMOUS FOR

Mr. Barrington said that the Board may want to increase the gasoline and/or maintenance accounts because a used police cruiser will not be as fuel efficient as the car that the gasoline was based on.

Mr. Workman said that the records on the internet should not be a cost that the town residents support. He added that the intent is to remove the records from the internet.

Mr. Workman MOTIONED that \$2,800 on line 4150.3.342 be removed for the records on the internet.

Mrs. Bridle SECONDED

VOTE: UNANIMOUS FOR

Mr. Pratt MOTIONED that line 4150.3.635 be increased to \$1,200 for gasoline for a used vehicle.

Mr. Workman SECONDED

VOTE: UNANIMOUS FOR

Tax Collector

Mrs. Bridle asked about the 11% wage increase for the Tax Collector. Mrs. Sheehan told the Board that in 1997 when she became Tax Collector the salary was reduced because she was not certified. She explained that she completed the course in 2001 and was certified and at that time was told that she should request an increase. Over the years she has considered asking for an additional increase for the certification but opted not to and at this time she is asking for the amount that was deducted in 1997. Mr. Pratt asked if the Tax Collector was making \$47,000 in 1997. Mr. Barrington said that when Mrs. Kaiser announced that she was not going to run for re-election the wage was reduced, over the years Mrs. Sheehan has received COLA and merit increases.

Mr. Workman MOTIONED to deduct \$2,806 to bring the line 4150.4.130 which is a 5% increase over last year.

Mrs. Bridle SECONDED

**VOTE: 4 FOR
1 OPPOSED (Sullivan)**

Management Information Systems

Mr. Pratt asked if the antivirus software is so expensive because it covers all of the pc's within the network. Mrs. Duhamel said that was correct and the subscription service updates the protection as needed. Mr. Workman said that he thought the intent of getting a person in-house was going to eliminate the need for outside help. Mrs. Duhamel said that the on-call technical support is to provide coverage when the employee is on vacation.

Human Resources

Mr. Barrington said that Human Resources remains a desperate area of need for the town and the field continues to get more complex. He said that thanks to Mrs. Anderson's expertise the town was able to avoid a fine this year because a required report had not been filed. Mr. Barrington said that at the current time each department tries to take care of their own human resource needs, but the field is becoming so specialized that you can't expect each department to have the expertise to keep everything in line.

Mr. Sullivan said that he knows this is a position that is needed but his problem is that the total operating cost is up 25% and decisions have to be made about what can be afforded this year. Mr. Sullivan noted that the budget increase is partially the fault of a default budget for this year, but he feels there is going to be a lot of "no's" this year. Mr. Pratt said that he thinks this is a needed position and he does not know of any organization of this size that does not have a Human Resource Office. Mr. Sullivan said that he agrees and it has been needed for a long time, but the question is if it can be afforded. Mr. Barrington said that he recognizes that this is a tough decision. This is a need that is long overdue. Mr. Barrington said that Mrs. Anderson has been the salvation in keeping up with the education and information in this area and does her best to keep everyone on track while keeping up with her other responsibilities. It has been a major undertaking. Mrs. Bridle said that it is important that the Board consider just the position and not to make it personal.

Mrs. Bridle MOTIONED that the Board remove \$62,785 for a Human Resource Department.

Mr. Workman SECONDED

Mr. Barrington asked if the Board would retain \$10,000 in that account for continued education, professional services as was done last year.

Mrs. Bridle AMENDED the motion to remove all but \$5,000 from the Human Resources account.

Mr. Workman SECONDED the amendment.

**VOTE: 4 FOR
1 OPPOSED (Pratt)**

Legal

Attorney Gearreald told the Board that recently there was the need to determine the hourly cost of running the legal department and after reviewing all of the expenses associated with the department it was determined that the cost of the legal department was \$86.74 per hour. In comparison the Town hired

outside counsel from Devine, Millimet and Branch to file the Board's appeal of the Zoning Board decision at a much higher hourly rate. Attorney Gearreald told the Board that in terms of needs for his department there is a 25% increase in the amount of litigation he is seeing from the year before and general matters are up 10%. Last year he had proposed that his paralegal's hours be increased to 35 hours and the approval was granted to increase to 30 hours. In reviewing his needs, Attorney Gearreald told the Board that he has determined that rather than requesting an increase in the hours he is recommending that the "brain power" be increased by providing the funds to allow the paralegal to attend law school 3 nights per week for four years. The town would pay the tuition, books and fees with the understanding that the employee would remain working for the town for a minimum of three years. He said that this is someone already employed by the town that had been employed as a legal secretary for five years and then earned a paralegal degree and a BS degree in political science. Attorney Gearreald said that he believes this is the right person for the position and is someone who in his absence can do legal research and draft pleadings. This training would further enhance her abilities for the town. The training budget proposed consists of one semester of law school and would be a reimbursement based on an established minimum grade.

Attorney Gearreald pointed out that his budget also includes some increases for supplies and expenses because there will be more depositions that require transcription services in the upcoming year.

Mr. Barrington told the Board that also in the Legal Budget are funds for collective bargaining based on the costs that would be associated with Sheehan, Phinney, Bass & Green handling a full fledged collective bargaining process next year, if that is what the Board desires.

Mrs. Bridle asked about the wage increase shown for the attorney. Mr. Barrington said that the increase this year is 3%; it appears that there was an error in the budget last year and that has been corrected. Mrs. Duhamel noted that Attorney Gearreald was paid the proper amount last year and the budget shortfall was taken from the merit pay account.

Mr. Workman asked what happens if the employee going to law school leaves the town's employ prior to the completion of the education. Mr. Barrington said that he is working with Sheehan, Phinney, Bass & Green on an agreement that would turn the town's payments into a loan that would have to be repaid if the employee left the town's employ.

Mr. Barrington explained that the Board has authorized that the last two collective bargaining processed be done in a collaborative manner without the use of a professional negotiator and that has worked. If the Board of Selectmen wants to continue that process next year, \$40,000 can be cut from line 4153.4.324.

Mr. Workman MOTIONED that \$40,000 be cut from line 4153.4.34.

NO SECOND

MOTION FAILED

Personnel Administration

Mr. Barrington said this account is where the benefits have been taken from and put into the individual departments and what remains in this account is the retirement liabilities for employees that are eligible and likely to retire. Mr. Sullivan asked if the sick bank has increased the sick-leave buyouts. Mrs. Duhamel said that the town won't see any savings as a result of the sick leave buy back program until people retire. Mr. Barrington said that this is a long term program and many of the employees that have been around for fifteen years or more look at their banked sick leave as retirement funds. The ones that stand to benefit by the program are those that have worked for the town ten years or less because they are able to sell back sick leave for their insurance costs or investment plans. The town benefits because those hours are redeemed at current wage rates rather than the rates at retirement.

Planning and Zoning

Mrs. Kimball told the Board that Mr. Barrington asked the departments to project where the department was going and reflect the needs in their budget requests. Mrs. Kimball noted that she was hired as the town's first planner and was expected to plan for the future, but due to the volume of applications she finds

that she and the Planning Board are reactionary and there is very little time for meaningful planning. She pointed out that there is a new position proposed in her budget for a full time secretary. The Planning Board has a secretary that handles the needs of that board and she is fortunate that the current secretary is able to spend two mornings a week in the office assisting with the filing and paperwork. The proposed full time position would be an expansion of the part-time secretary for the Planning Board. The position would also assist the Conservation Commission by answering the phone and scheduling appointments. Mrs. Kimball also pointed out that she is requesting a planning consultant to assist with zoning regulations for \$50,000.

Mrs. Bridle asked Mrs. Kimball if she anticipated filling the secretarial position with the present person. Mrs. Kimball said that how the position is filled would be a human resource decision. Mr. Barrington said that the position would be advertised.

Mr. Griffin said that he agreed with the needs as presented by Mrs. Kimball. Mr. Sullivan asked if she could start with a part-time position. Mrs. Kimball said that one of the things discussed was the structure of the position and the person would be attending the Planning Board, Master Plan and CIP meetings and doing the work associated with the minutes of those meetings would take a large chunk of the time. Mrs. Kimball said that she can always make due, but the work that would be left out likely be the assistance for the Conservation Commission.

Mr. Workman said that this is a unique position that is not a benefit to the entire town. Mrs. Kimball said that the majority of the people she deals with are not applicants, but rather they are people that may live next to developments, real estate agents, people looking to purchase property or concerned residents.

Zoning Board

Mr. Barrington said there are no major changes in the Zoning Board of Adjustment budget. The legal expenses have been reduced and the supplies and expenses have been increased due to the case load. Mr. Barrington noted that there are revenues associated with the cases for abutters notices.

Building and Code Enforcement

Mr. Schultz said that he has requested an additional full-time inspector which was removed at the Town Manager level. The operating budget is up just under 6% from last year with increases in two areas. He has added an overtime account to fund overtime for the current inspectors and an increase in the hours for the part-time secretary to cover for a medical leave. He noted that as of the end of August, the department's revenue has been just under \$150,000 which is almost identical to last year. Mr. Schultz said that the increase in the fee schedule has been a benefit and they are coming close to funding their department completely.

Mr. Schultz told the Board that the adjusted work schedule he and his assistant have has been good and has provided time to get paperwork completed. Mr. Griffin noted that Mr. Schultz keeps up with the fee schedule and has done a good job for the town. Mrs. Bridle asked what the additional code enforcement officer will do for the department. Mr. Schultz said that it would allow him more time for oversight of the department and he would be looking for someone who is a master plumber. Mr. Barrington said that he didn't remove the position because he didn't think it wasn't needed but added the OT instead to try and meet the needs of the department.

Mrs. Bridle MOTIONED to add \$31,355 to fund a part-time position and remove the \$7,058 for over-time.

Mr. Griffin SECONDED

Mr. Workman said that he could go along with that if the over-time was subtracted which was added in place of that. Mr. Pratt said that he is in favor of the over-time to handle the needs. Mr. Schultz said with the additional part-time inspector he will not need the over-time account.

VOTE: 3 FOR

2 OPPOSED (Pratt, Workman)

Parking Administration

Mrs. Martin presented the parking administration budget and noted that there are no major changes from prior years and she has given the parking staff a 3% raise. Mr. Barrington noted that funds have been requested in this budget to demolish the old police station and repave the lot in order to recreate the parking lot. Funds for paving a striping the High Street lot have been included.

Mr. Pratt asked if the Recreation Department has thought about adding personnel. Mrs. Martin said she will discuss that during the Recreation Department budget review.

District Court

Mr. Barrington said that there is no question that the State needs a new court. They are paying the Town more than it is costing to maintain that building. Mr. Barrington said that he does not want to be a "slum lord" but does not want to put more money than necessary into that building. The building cannot be made ADA compliant and indications are that the State plans to appropriate money in their 2005 budget for separate courts. Mr. Sullivan said that Seabrook is also trying to get the court located in their town..

Municipal Insurance

Mrs. Duhamel noted that police station and the boat dock will go on to the insurance coverage and the anticipated increase has been budgeted. The health and life insurance expenses have been removed from this account and are shown within each of the departmental budgets.

Total General Government

Mrs. Bridle MOTIONED the total General Government amount of \$2,955,201.

Mr. Workman SECONDED

VOTE: UNANIMOUS FOR

VI. ADJOURNMENT

Mr. Workman MOTIONED that the meeting be adjourned. (10:52 PM)

Mr., Pratt SECONDED

VOTE: UNANIMOUS FOR

Chairman

